

Core Curriculum and Expansion Committee

Minutes of the Committee Meeting April 12, 2007, at the Area Agency on Aging, Region One

1. Jamie Snyder called the meeting to order at 11:45 and welcomed all those in attendance and facilitated introductions.
2. Jamie Snyder announced her acceptance of a new position at ADHS and introduced Dara Johnson from the Governor's Council on Developmental Disabilities, who will be the Committee's new liaison to the Council. She then introduced Jutta Ulrich, who started at DES on April 2, 2007, in the new position of Direct Care Workforce Specialist, jointly funded by DES, AHCCCS, and DHS.
3. Susan Kilby and Wendy Ketterer gave a brief report on the train-the-trainers sessions. Thirteen trainers from eight agencies completed the training in February, and approximately thirty individuals are signed up for April 16-18, 2007. Participants receive a toolkit (one kit per agency) with teaching materials in exchange for a commitment to teach at least ten direct care professionals in their agencies by June 30, 2007.
4. The ensuing discussion addressed questions related to the curriculum and its implementation and the need for several subcommittees. Anyone interested in serving on one of the subcommittees should contact Jutta Ulrich at julrich@azdes.gov or 602 / 542-6615.
 - a. A subcommittee will be formed to explore the creation of a database, which would include the names of qualified trainers and of direct care professionals who have been trained with the curriculum. Potential hosts for the database mentioned were AHCCCS, the Area Agency on Aging, and ADRC.
 - b. A second subcommittee will be formed to address the process of certification. Committee members pointed out that many agencies have their own training programs and may not want to replace that with the Core Curriculum. An alternative approach would be to define the competencies and/or a body of knowledge so that agencies could continue to use a variety of materials and delivery methods. Several Committee members suggested that the approach should be flexible.
5. CJ O'Connor described her plans for the evaluation of the core curriculum project, including telephone interviews and written surveys for trainers as well as a review of the process employed to create and implement this curriculum.
6. Veronique Parker and Sharon Halford from Phoenix College provided an update on funds needed to create a certification program through the college. The fulltime student equivalent (FTSE) amount that the college receives from the state does not fully cover the tuition for the college credits. The gap is approximately \$30 per student, for a total of approximately \$4500 in 2007. Phil Pangrazio suggested that the Committee explore funding of this amount, for example from unused project funds or payments from provider agencies. In addition, there may be administrative costs if many agencies with several trainers each wanted to contract with the college. Veronique Parker will further explore these issues. Richard White thanked Phoenix College and its representatives in the name of the Committee for all the work they have done on this project.
7. Ted Roush, Dean at Pima Community College, reported that two adjunct instructors from Pima would attend the training session in the coming week and prepare to offer two classes for direct care professionals at Pima Community College before June 30, 2007.

8. Several additional suggestions were made to include a PR campaign to educate the public about the fact that credentials for direct care professionals are available and the possibility of contacting the Workforce Investments Boards (WIB) to discuss funding issues. Kathleen Pagels will provide information about prior contacts with the WIBs.
9. In order to discuss the future composition and role of the Core Curriculum and Expansion Committee and funding for next year, a strategic planning meeting with a skilled facilitator was proposed. Jutta Ulrich will provide staff support for setting up the meeting.
 - a. Issues proposed for the meeting included the questions whether other agencies should be brought into the discussion, delivery options (e.g. college, online, through agencies), the role of state agencies, and whether to propose standardized competencies.
 - b. Dialogue with the state agencies was suggested, possibly an invitation to decision makers at DES, AHCCCS, and DHS to attend the planning meeting.
 - c. Outcomes of the planning meeting will provide the basis for proposals to DES on the use of funds available for fiscal year 2008.
10. The committee was asked to submit to Jutta Ulrich suggestions for the facilitator for the strategic planning meeting.
11. The meeting was adjourned at 1:45 pm.

In attendance (in alphabetic order):

Karla Averill, David Cogan, Bonnie Danowski, Gwen Dean, Sharon Halford, Dara Johnson, Mary Lynn Kasunic, Wendy Ketterer, Susan Kilby, Lynn Larson, CJ O'Connor, Kathleen Pagels, Phil Pangrazio, Veronique Parker, Sharyle Price, Ted Roush, Jamie Snyder, Jutta Ulrich, Tom Uno (via telephone), Richard White, Rebekah Wilson.